

~~CONFIDENTIAL~~  
CENTRAL INTELLIGENCE GROUP  
SECRETARIAT  
3 September 1946

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MEMORANDUM FOR EXECUTIVE FOR PERSONNEL AND ADMINISTRATION

Subject: Personnel Requirements for the Secretariat, NIA

1. Forwarded for your information as Tab A is the plan of organization, with supporting data, for the Secretariat, NIA, in accordance with the requirements of your memorandum of 23 August, 1946, subject: Request for Tables of Organization.

2. Three (3) persons are on permanent duty and one on temporary duty in the Secretariat as of this date. The Secretariat will require a total of six (6) persons, three of whom must be recruited to bring the organization to full strength.

3. Job descriptions were prepared for the Secretariat and approved by the Civil Service Commission on 5 June 1946. Since that time changes in CIG organization have increased the responsibility of the Secretary and his staff members. Attached as Tab B is information which clearly indicates the increased responsibilities. The former responsibilities of the Secretary to "represent the Director in individual contacts with top-level individuals of other governmental agencies, as a participant in inter-departmental conferences" and the responsibility of the Assistant Secretary to "maintain cordial and effective working relations with top consultants and advisors responsible for the solution of intelligence problems in all government agencies in order that their basic knowledge, experience and opinions may be utilized as aids in the activities of the Central Intelligence Group" are now the responsibility of ICAPS.

  
Secretary, N.I.A.

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**PROPOSED TABLE OF ORGANIZATION**  
**SECRETARIAT**  
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S E C R E T A R I A T					
Pos- tion Control Number	No. of Posi- tions	Suggested Title of Position	Desired CS Grade/ Rank	Annual Civ. Salary	To Be Occupied by
10	1	Secretary	Col., Capt., CAF-15	\$ 9975.00	(Civ.)
11	1	Assist. Secretary	Col., Capt., CAF-14	8179.50	(Civ.)
12	1	Staff Assistant	Capt., Lt.(s.g.) CAF-11	4902.00	(Mil.)
13	1	Admin. Assistant	CAF-9	4149.60	(Civ.)
14	1	Admin. Assistant	CAF-7	3397.20	(Civ.)
15	1	Clerk-Steno.	CAF-5	2644.80	(Civ.)
	6			\$33248.10	

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